

IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND

PLEASE NOTE: This Form/Checklist is the property of and is intended to be used solely by the Circuit Court of Montgomery County and its employees. It may be disclosed to and used by other persons or entities for informational purposes only. The contents hereof shall not be deemed legal advice or guidance and may not be relied on in any context, for any purpose, by persons not employed by this Court.

Date: _____ File Review By: _____
Case Number: _____ Case Caption: _____
Property Address: _____
Note Holder: _____
Default Date: _____ Date of Notice of Intent to Foreclose: _____
Date of Order to Docket Filed: _____ Date of Sale: _____

Checklist for Final Order of Ratification of Sale - Cases filed before July 1, 2010

Guidelines for completing this Checklist:

1. Place a "Y" next to items that are properly filed and there are no questions.
2. Place an "N" next to items that are missing or incorrect and send file to Administrative Aides for Deficiency Notice.
3. Place a "?" next to items that create uncertainty or questions (i.e. signature issues) and send to Special Foreclosure Master/Examiner.
4. Place N/A for inapplicable items.
5. Place notes in the "Notes" section to explain problems noted with "N" or "?" (i.e. missing, incomplete and/or bad signature). See last page for additional notes.

No.	Y,N, N/A		Notes	Initials/Date	Def. Notice
		ORDER TO DOCKET			
		Attorney Certification 1-311 – Attorney signing order must have a Maryland Address or a Certification that they are a Practicing Maryland Attorney. Regardless of the office location, an address and phone number are require.			
		Borrower(s) identified			
		Address – Must Match Deed of Trust			
		Maryland Lender License Number (If Applicable)			
		Maryland Mortgage Originator's License Number (If Applicable)			
		Statement as to whether or not the property is residential property			
		Original or certified copy of Note or other debt instrument or an Affidavit stating that it is a true and accurate copy and certifying ownership			
		Original or certified copy of Deed of Trust or Mortgage or an Affidavit stating that it is a true and accurate copy (or original) and confirming recordation in land records			
		Original or certified copy of the Assignment of the lien instrument or Deed of Appointment of Substitute Trustee or an Affidavit stating that each is a true and accurate copy			

No.	Y,N, N/A		Notes	Initials/Date	Def. Notice
		NOTICE OF INTENT TO FORECLOSE			
		Date of Notice			
		Address – Must Match Deed of Trust			
		Borrower(s)			
		Mortgage Loan Number			
		Date of Default			
		Statement of Nature of Default			
		Total Amount Required to Cure Default			
		Name of Secured Party			
		Telephone Number of Secured Party			
		Name of Loan Servicer			
		Person with Authority to Modify the Terms of the Loan			
		Certifying Notice was Mailed 45 Days Prior to Filing Foreclosure			
		Maryland Lender License Number (If Applicable)			
		Maryland Mortgage Originator's License Number (If Applicable)			
		Commissioner of Financial Regulation			
		AFFIDAVIT OF RIGHT TO FORECLOSE AND STATEMENT OF DEBT (by plaintiff or secured party, or agent or attorney for plaintiff or secured party)			
		MILITARY AFFIDAVIT			
		AFFIDAVIT OF DEFAULT & AFFIDAVIT OF SERVICE OF NOTICE OF INTENT TO FORECLOSE			
		Affidavit stating: Date and Nature of Default Notice of Intent to Foreclose was sent			
		Borrower			
		Record Owner			
		AFFIDAVIT CERTIFYING OWNERSHIP OF DEBT INSTRUMENT			
		AFFIDAVIT OF COMPLIANCE TO ALL OCCUPANTS			
		AFFIDAVIT OF SERVICE OF ORDER TO DOCKET			
		Borrower			
		Record Owner			
		BOND AND APPROVAL			
		Amount			
		Case Number, Borrower(s) and/or Address			
		AFFIDAVIT OF NOTICE OF TIME, PLACE AND TERMS OF SALE			
		Mortgagor			
		Record Owner of Property (If different from Mortgagor)			
		All Occupants			
		Holders of Any Subordinate Interests (If Applicable)			
		County or Municipal Corporation where property is located			

No.	Y,N, N/A		Notes	Initials/Date	Def. Notice
		PRE-SALE PROOF OF ADVERTISING OF NOTICE OF SALE			
		Published 3 times/first – 15 days prior to sale date			
		Date of Sale			
		Borrower(s) – Name must be spelled same as on Deed of Trust			
		Address – Must Match Deed of Trust			
		REPORT OF SALE			
		Address – Must Match Deed of Trust			
		Purchaser			
		Amount of Sale			
		Date of Sale			
		PURCHASER'S AFFIDAVIT			
		Address – Must Match Deed of Trust			
		Purchaser's Name			
		Agent for Purchaser			
		Statement as to whether the purchaser is acting as an agent and, if so, the name of the principal (purchaser)			
		Statement as to whether others are interested as principals and, if so, the names of the other principals			
		Statement that the purchaser has not directly or indirectly discouraged anyone from bidding for the property			
		ADDITIONAL BOND (if purchaser is not Note Holder or person designated by Note Holder to take title on its behalf by writing filed with Clerk)			
		MILITARY AFFIDAVIT – (confirm validity after 6 months)			
		ORDER NISI NOTICE – ISSUED BY CLERK			
		PRINTER'S CERTIFICATION (Post Sale)			
		Original Newspaper Advertisement of Order			
		Correct Case Number			
		Borrower(s) - Name must be spelled same as on Deed of Trust			
		Address – Must Match Deed of Trust			
		Circulation Must be in Montgomery County			
		Dates in Order NISI (Must be published for Three Successive Weeks & Response Date Must be a Work Day)			
		Amount of Sale – Must Match that of the Report of Sale			
		Clerk of the Court's Name and County must be present			
		BANKRUPTCY SUGGESTION			
		RELEASE FROM BANKRUPTCY			
		EXCEPTIONS – Maryland Rule 14-305(d)			

Additional Notes: _____
